
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Insurance Analyst I (Option 2 - Group Insurance/Benefits)** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. ACCOUNTING / NUMERIC REASONING (20 Questions)

Employees in this job must possess the knowledge of basic accounting terminology utilized in maintaining and balancing journals and ledgers, posting and tracking. The questions in this section test your knowledge of commonly used accounting terms. This section is also designed to assess your ability to apply numeric reasoning and perform math computations. Computations involve adding, subtracting, multiplying, dividing and percentages. Test question topics include:

- Accounting terms;
- Computing net worth;
- Analytical problem solving;
- Applied mathematical problems;
- Manipulation of ratios and percents.

II. RESEARCH & ANALYSIS (20 Questions)

Employees in this job must possess the ability to analyze and evaluate data and information in order to reach reasonable and appropriate conclusions. Assessment of this skill involves reading and extracting pertinent information from related texts. Test question topics include:

- Analytical reasoning;
- Interpreting and applying written procedures.

III. WRITTEN COMMUNICATION (20 Questions)

This test section is designed to assess your ability to use proper sentence structure, grammar, punctuation and principles of written communication. It is essential that employees in this position possess this ability in order to prepare reports, correspondence and other written documents. Test question topics include:

- Use of proper English (e.g., sentence structure, grammar, syntax; etc.);
- Use of appropriate punctuation (e.g., periods; commas; semi-colons; hyphens; etc.);
- Report preparation techniques.

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| <p>Note: The written (multiple choice) exam for this title is weighted 50% of the applicant's final open competitive grade. The other 50% portion of the final open competitive grade is based on the score obtained from the supplemental examination questionnaire which assesses the applicant's education, training and experience as it relates to the Insurance Analyst I job.</p> |
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